

PLACER COUNTY COMMUNITY RESOURCE AGENCY



HOW TO GET A RESIDENTIAL BUILDING PERMIT?

COMMUNITY DEVELOPMENT RESOURCE AGENCY

HOW TO GET A RESIDENTIAL BUILDING PERMIT

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COMMUNITY DEVELOPMENT RESOURCE AGENCY HOW TO GET A RESIDENTIAL BUILDING PERMIT

COMMUNITY DEVELOPMENT RESOURCE AGENCY

www.placer.ca.gov/CommunityDevelopment/Building.aspx

OFFICE HOURS TO THE PUBLIC: 8:00 A.M. TO 5:00 P.M.

**BUILDING PERMITS ISSUED/PLANS ACCEPTED: 8:00 A.M. TO 4:30 P.M.
(TAHOE OFFICES LOCATED AT 565 WEST LAKE BLVD, TAHOE CITY)**

BUILDING DEPARTMENT

3091 County Center Dr. Suite 160, Auburn

General Questions (530) 745-3010

Inspection Requests (530) 745-3020

Fax. (530) 745-3058

Tahoe General Questions (530) 581-6200

Tahoe Inspection Requests (530) 581-6205

Fax. (530) 581-6204

PLANNING DEPARTMENT

3091 County Center Dr. Suite 140, Auburn

General Questions (including below) (530) 745-3000

Tahoe Office (530) 581-6280

*Zoning, Property Line Setbacks, Variances, Park fees, Buildings allowed,
Conditional Use Permits, Business Licenses, Second Residential Units/Granny
Flats, Temporary Mobile homes, etc.*

PUBLIC WORKS DEPARTMENT Special Districts

3091 County Center Dr. Suite 120, Auburn

General Questions (530) 745-7500

Sewer, road encroachment, flood zone, grading, traffic fees, drainage, etc.

Tahoe Office - Sewer (530) 562-0669

Tahoe Office - Encroachment (530) 581-6220

ENVIRONMENTAL HEALTH

3091 County Center Dr. Suite 180, Auburn

Septic & Well Permits, General Questions (530) 745-2300

Tahoe Office (530) 581-6240

AIR POLLUTION

3091 County Center Dr. Suite 240, Auburn (530) 745-7130

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GENERAL INFORMATION

This is a general review of the procedures and requirements for obtaining a building permit for a single family dwelling in Placer County. Contact the Building Department for information on additions or other supplemental permits. Plan approximately 4 to 6 weeks for your project. In the Tahoe Basin, permit issuance is subject to the rules and regulations of the Tahoe Regional Planning Agency (TRPA). Please contact the Tahoe Building Department.

BUILDING CODES ENFORCED

As of November 1, 2002, the Building Department will be enforcing the 2001 editions of the *California Building*, *California Plumbing*, *California Mechanical*, and the *California Electrical and Energy Codes*. Copies of the codebooks, including the State amendments, are available for reference at the Building Department. You may also purchase the Codes at local bookstores or through ICBO using their web site www.icbo.org. Placer County codes are contained in Chapter 15 of the Placer County Code, which can be accessed through the county's web site www.placer.ca.gov.

Please contact the Building Department for the codes in effect prior to starting your design.

APPLICATION FILING FEES

Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. You should contact the Community Development Resource Agency departments (Planning, Building, Public Works, and Environmental Health) to get current fees.

SCHOOL/FIRE FEES

All additions or conversions to accessible space over 500 sq. ft. and new residences will require payment of a State mandated school developer fee. Contact your local districts regarding their current fee. A certificate from your local elementary and high school district is required by the Building Department prior to permit issuance.

At the present time, most fire districts require fees paid prior to permit issuance for any square footage over 500 feet (including garage/storage, basement-any enclosed area). Some of the Districts may require plans and/or a site evaluation. Check with the Building Department to determine if these fees apply to your parcel.

Lincoln Cemetery District collects a fee on all new homes in their district.

PUBLIC UTILITIES

Contact your utility company at the time you apply for your permit in order to prevent delays in connection of service at final inspection. Pacific Gas and Electric serve most applicants; however, some areas in southern Placer County are served by Sacramento Municipal Utility District. It is advisable to contact your Telephone Company at this time.

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AN OVERVIEW OF THE AUBURN OFFICE BUILDING PERMIT PROCESS:

1. You will be given a plan check application form and an application number. Once you have a number, the Planning Department will review your plans and plot plans for zoning and property line setback requirements, building height, footprint coverage, tree permit requirements, **park fees** and major flood zones. (**Architectural review approval is required on any construction being done in most subdivisions. Planning can tell you if your subdivision requires architectural approval.**)
2. Once Planning approval has been obtained, **Building Department will accept your plans, calculations and plan check fees.** Special Districts and Environmental Health will then review your project.
3. **Special Districts** will determine any requirements regarding sewer, encroachment, and grading permits; traffic mitigation fees, and flood zone review. You may pay any applicable fees at this time or when the building permit is ready to be issued.
4. **Environmental Health** will determine any requirements they may have regarding the sewage system and/or water system. If you plan to use an on-site disposal system, and/or a private well, you will be required to complete the appropriate applications and pay the permit fees at this time. They will accept the signed plot plans for their review.
5. Once the plans have been approved by the Building Department and the approval from all applicable departments has been obtained, your building permit is ready to be issued. At that time you will need to pay any school and/or fire fees as well as any other fees that have not been paid (sewer, traffic, encroachment, etc.) These are paid to the applicable department prior to permit issuance.

BUILDING PLANS - SUBMITTAL REQUIREMENTS

You are required to submit to the Building Department two (2) full sets of your construction plans complete with three (5) complete plot plans, and one (1) additional floor plan for the Assessor's office. The plans must be drawn to an acceptable scale and clearly indicate the location, nature and scope of all work proposed. All plans must be legible and must be signed by the responsible person. California's Architectural Practices Act requires that all plans submitted for plan check be "wet" signed by the maker. Original "wet" signatures are required on all pages of plans and calculations prepared by a licensed architect or engineer.

Energy standards, as required by the California Energy Commission, place major responsibility on the designer/draftsman to provide adequate information on the plans to insure the building complies with State energy requirements. Engineers, architects, building designers shall provide the appropriate documentation required by the California Energy Commission. Placer County is located in Climate Zone 11 (southwesterly portion of the County) and Climate Zone 16 (northeasterly portion of the County). Additional information may be obtained by contacting the California Energy Commission. (<http://www.energy.ca.gov/title24>)

NOTE: SNOW LOAD AREAS MAY HAVE ADDITIONAL REQUIREMENTS. CHECK AT BUILDING DEPARTMENT FOR YOUR ELEVATION PRIOR TO SUBMITTAL OF PLANS TO AVOID DELAYS.

The following pages are the minimum requirements for plan submittal.

REVERSED PLANS NOT ACCEPTED

PLANS WILL NOT BE ACCEPTED IF ANY PLAN VIEW TYPE SHEETS (EXCEPT PLOT PLAN) ARE DRAWN AT DIFFERENT SCALES OR IF PLANS ARE UNREADABLE

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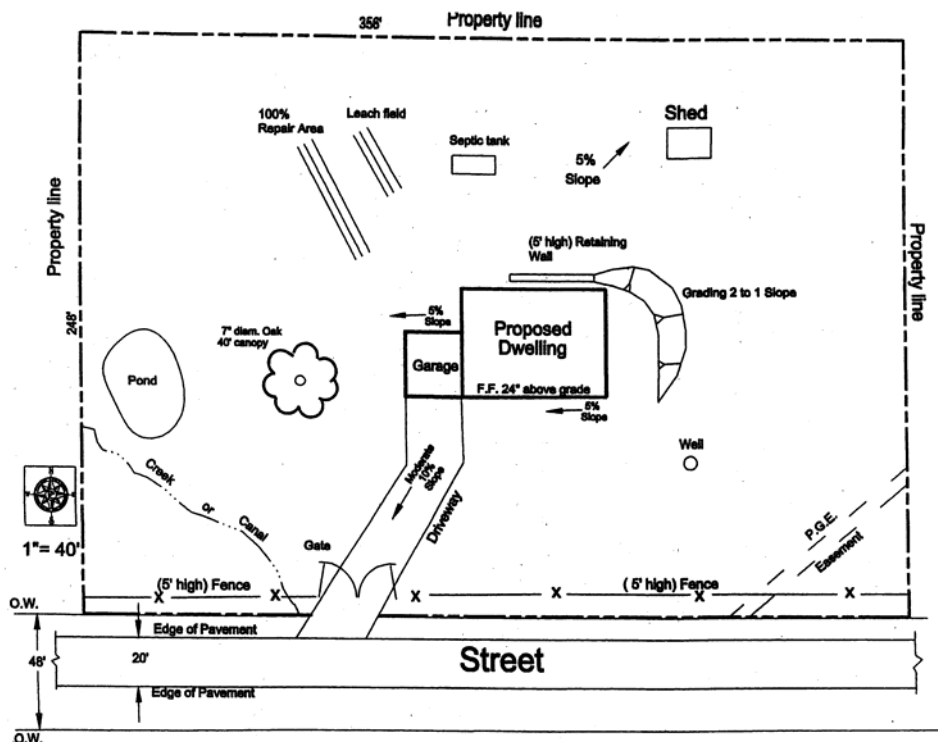
HOW TO GET A RESIDENTIAL BUILDING PERMIT

PLAN REQUIREMENTS:

The Placer County Community Development Resource Agency Departments require one (1) copy of a site plan if under 36" on one side. If greater than 36" in length and width, two (2) copies are needed for properties on sewer, and five (5) copies for properties with septic systems. Site plans (sample on reverse) shall include the following information:

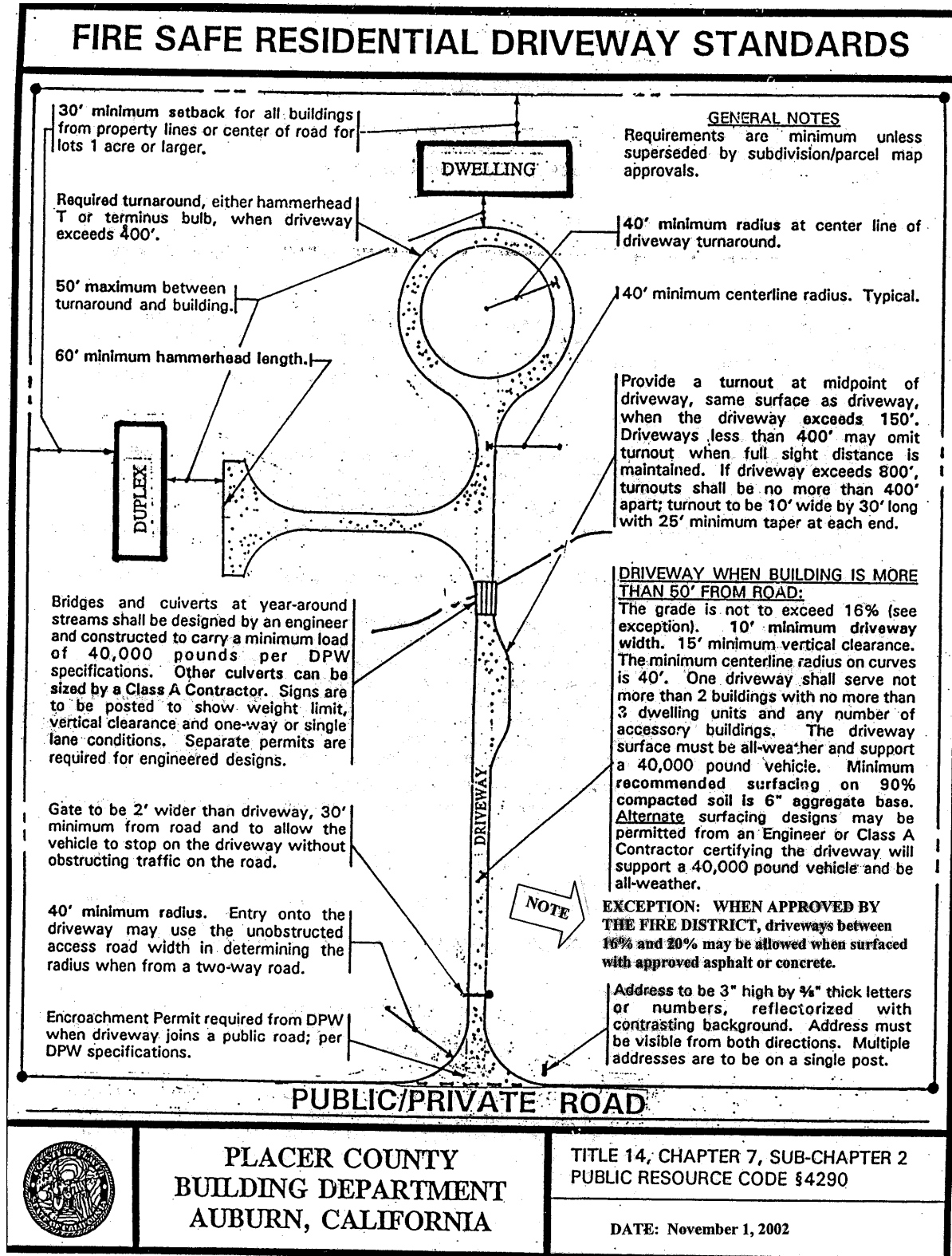
1. PLOT PLAN

- a. North arrow and scale.
- b. All property lines and dimensions of parcel.
- c. Locations of all buildings (including barns, sheds, workshops, and other outbuildings), pools, and retaining walls (including their height).
- d. Location of proposed and/or existing septic tank, leach field, and 100% replacement areas for leach field. (See Environmental Health Division for additional information—530.745-2300)
- e. All onsite drainages, creeks, canals, ponds, lakes, etc. if under 10 acres. If over 10 acres, show if within 100' of development activity.
- f. Location of wells on the property.
- g. Slope arrows with percentages under driveway and construction areas.
- h. Driveways and parking areas.
- i. Location, width, and purpose of all easements on, or touching, the property. If a road easement, width of improved surface area is also required.
- j. Limits of grading (i.e., cut/fill, cubic yards removed/filled, etc.).
- k. Native trees with more than 6" diameter at breast height (4 ½' above grade) for single-trunk trees, 10" diameter aggregate for multi-trunk trees, within 50' of any development activity. Tree canopy shall be shown to scale as well. Note: All trees within riparian areas, regardless of their size, must be shown on site plans.



COMMUNITY DEVELOPMENT RESOURCE AGENCY HOW TO GET A RESIDENTIAL BUILDING PERMIT

2. FIRE SAFE DRIVEWAYS



CTR 158

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HOW TO GET A RESIDENTIAL BUILDING PERMIT

GENERAL NOTES

The Placer County Building Department enforces the Fire-Safe standards that are triggered by the Building Permit. This includes the driveway, driveway gates, any bridges or culverts in the driveway, the setbacks for fire-safety and the addressing of the building/driveway.

CODES:

Listed below are sections extracted from Title 14. These sections are enforced by the Building Department. Following certain sections are NOTES. These are intended to reflect Building Department interpretations and guidelines. As new conditions arise, these interpretations are subject to revision.

ARTICLE 1. ADMINISTRATION:

§1270.02 - Scope.

These regulations do not apply to existing structures, roads, streets and private lanes or facilities. These regulations shall apply as appropriate to all construction within Placer County approved after January 1, 1992. Affected activities include but are not limited to:

- (a) Permitting or approval of new parcels, excluding lot line adjustments as specified in Government Code §66412(d),
- (b) application for a building permit for new construction, not relating to an existing structure,
- (c) application for a Use Permit,
- (d) the siting of manufactured homes (manufactured homes are as defined by the National Fire Protection Association, National Fire Code, §501A, Standard for Fire Safety Criteria for Manufactured Home Installations, Sites and Communities, Chapter 1, Section 1-2, Definitions, page 4, 1987 edition and Health and Safety Code §18007, §18008 and §19971),
- (e) road construction, including construction of a road that does not currently exist, or extension of an existing road.

NOTE: Department Policy: The phrase "not relating to an existing structure" means: "not relating to an existing approved primary structure".

Examples of work which *TRIGGER THE FIRE-SAFE REQUIREMENTS* ARE AS FOLLOWS:

1. New residence - unless it is replacing an existing legal residence and using the same driveway.
2. New mobilehome - unless it is replacing an existing legal residence and using the same driveway.
3. First structure constructed on the parcel that requires a Building Permit.
4. Construction of an accessory building to be used for commercial purposes - anything beyond a "home occupation" as defined by the zoning ordinance.
5. Second residential units. (These are triggered also by the use permit process)
6. Conversions of an agriculture building or accessory building to single family dwelling.

Examples of *WORK WHICH IS GENERALLY EXEMPT* from the Fire-Safe standards are as follows:

1. Addition to an existing building. (However, additions cannot be subsequently built into a fire-safe setback required of the original structure.)
2. Remodels.
3. Accessory Structures. (However, accessory structures cannot be subsequently built into a fire-safe setback required of the original structure.)
4. Fire-damage repair/rebuild, when the application involves the same owner and the existing driveway is being used.
5. Replacement of mobilehome with newer single or double unit on the same pad location and the existing driveway is being used.

§1270.07 - Exceptions to Standards.

Upon request by the applicant, exceptions to standards within this subchapter and mitigated practices may be allowed by the inspection authority, where the exception provides the same overall practical effect as these regulations towards providing defensible space.

§1270.08 - Requests for Exceptions.

Requests for an exception shall be made in writing to the California Division of Forestry by the applicant or the applicant's authorized representative. The request shall state the specific sections(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception or mitigation measure proposed, and a map showing the proposed location and siting of the exception or mitigation measure.

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3. **FOUNDATION PLAN REQUIREMENTS (1/4" = 1' SCALE):**
 - a. North arrow.
 - b. Location, size and depth of footings.
 - c. Size, spacing and direction of girders, joists and columns.
 - d. Type of sub-flooring.
 - e. Location of under floor vents and access.
 - f. Bolt and rebar location.
 - g. Connection hardware.
 - g. Engineering requirements Re: hold-downs, straps, shear wall grid, shear wall length, anchor bolt spacing, etc.
3. **FLOOR PLAN (1/4" = 1' SCALE):**
 - a. North arrow.
 - b. Door and window location and sizes, type of window (i.e., slides, double hung) and glazing (single glaze (non-living only), dual glaze, tempered, etc.).
 - c. Plumbing fixture layout, including clothes dryer and washer.
 - d. Electrical layout and size of service or provide a separate electrical plan (1/4" = 1' scale).
 - e. Location, type and size of heating system; efficiency rating; must be CEC approved.
 - f. Location and type of water heater (must comply with CEC regulations).
 - g. Direction of ceiling joist.
 - h. Engineering requirements Re: hold-downs, straps, shear wall grid, shear wall length, special framing requirements, etc.
 - i. Clothes dryer vent location.
4. **ELEVATIONS:**
 - a. Slope of property in relation to structure.
 - b. Exterior wall coverings, doors and windows.
 - c. Roof pitch and material (minimum allowable roofing assembly is Class B.)
 - d. Chimney clearances and spark arresters.
5. **FRAMING DETAIL CROSS SECTION (3/8" or 1/2" = 1' SCALE RECOMMENDED BUT NOT LESS THAN 1/4" = 1'):**
 - a. Roof, floor and wall detail, joists, rafters, studs, purlins, and struts, siding, roof and floor sheathing and interior finish.
 - b. Method of bracing.
 - c. Material sizes and specifications.
 - d. Location of required hardware re: straps - clips, etc.
 - e. Type, location and "R" value of insulation.
 - f. Clearances – grade to framing members and finish floor to ceiling.
6. **ROOF PLAN AND/OR SECOND FLOOR PLAN (1/4" = 1' SCALE):**
 - a. Overview of roof layout showing rafter, ceiling joist or truss locations including spacing and sizes of materials, hips and valleys.
 - b. If trusses, they must be designed, and drawings stamped and signed by an architect, civil engineer or structural engineer registered by the State of California. Such design, with analysis, should be included with the plans when submitted for plan check to insure no delay once plans received.
 - c. If trusses are used, submit calculations keyed to roof plan.
 - d. Show all roof supports, headers, beams and bearing walls.
 - e. Attic ventilation requirements.
 - f. Connection hardware.
7. **TITLE 24 ENERGY CALCULATIONS:**
 - a. The owner and preparer must sign calculations.
8. **ENGINEERED PLANS (WHERE APPLICABLE)**
 - a. Engineered plans and calculations must be "wet" stamped and signed.
 - b. Lateral design requires shear transfer details.
9. **TRUSS CALCULATIONS (WHERE APPLICABLE)**
 - c. 2 sets wet stamped and signed truss calculations that match the job.

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SUMMARY

1. Know your ASSESSOR'S PARCEL NUMBER (it is on your tax bill).
2. Building permits are obtained from the Building Department with appropriate clearances from Planning, Public Works, and Environmental Health.
3. What you will need to submit for Building Department plan check:
 - a. Two (2) complete sets of building plans with three (3) complete plot plans, and one additional floor plan for the Assessor's office.
 - b. Two (2) copies of all calculations:
 - Structural (engineering)
 - Energy (Title 24)
 - Truss
 - c. Water will-serve letter (if required) to be submitted to Environmental Health.

If you do submit complete sets of plans and all applicable calculations, your plan check will be delayed.

4. Building permits will only be issued to owners of the property, licensed contractors or their authorized agents.
5. If in a subdivision, check with the homeowners association for any deed restrictions that may affect your project. Most subdivisions require Architectural Review prior to submittal.
6. Pre-plan your project. Talk to the various Community Development Resource Agency departments about what their specific requirements will be on your project before you submit your application. If you have a problem or questions, ask for help.

PLEASE NOTE THAT THE BUILDING DEPARTMENT CAN ONLY ISSUE BUILDING PERMITS TO OWNERS OF THE PROPERTY OR THEIR AUTHORIZED AGENT WITH AN OWNER-BUILDER VERIFICATION FORM ON FILE IN THAT OFFICE; OR A LICENSED CONTRACTOR/ AUTHORIZED AGENT WHO HAVE CURRENT STATE AND COUNTY LICENSES AND PROOF OF A CURRENT CERTIFICATE OF WORKER'S COMPENSATION (IF APPLICABLE).